



Minutes

Meeting of Regional Management Board

27 July 2010
33 Whitam, Hull

Present

Janet Szlamp (JS)	Ian Sanders (IS)	David Purchon (DP)
John Bryson (JBr)	Mandy Preskey (MP)	
Sue Coulter (SC)	Sally Hill (SB)	

Apologies

Jenny Best (JBt)	Ruth Priestley (RP)	Kim Walker (KW)
April Fisher (AF)	Fiona Boothroyd (FB)	

Meeting commenced	18:00
Meeting finished	20:30

		Action
01/10	Welcome	
02/10	Apologies As recorded	
03/10	Minutes of the meeting held on 11 May 2010	
	The minutes of 11 May 2010 were agreed as a true record.	
04/10	Matters arising from the minutes of the meeting held on 11 th May 2010	
04.01	Point	
	05.01 Ian apologised that he has not yet sent a letter of thanks to Peter Hubbard for time served and his contribution to the management board	
	10.01 Mandy has resolved the IT issues by using her own laptop.	
	08.01 David has chased the Port Health SIG for details of how members could attend a visit. There may be a charge involved and the visit could discuss crop residues and pesticide approvals. This may still happen and David is awaiting a response.	
	05.01 The Northern Initiative was discussed and Ian is to email exec officers and Chairs to invite them to a meeting at Doncaster to discuss an event in April/May	
	07.10 Janet has tried to contact Wendy Nixon but has been unable to confirm a date.	
	12.02 Kaye Potter has agreed to be auditor for the region accounts.	
05/10	Business Plan	
05.01	The Business Plan is to go onto the website and is to be monitored monthly for progress	
06/10	Training Plan	
06.01	Negotiations took place with Sedum house regarding the disappointing food at the Statutory Nuisance course. Sedum House agreed to reduce the cost of the food.	
06.02	The Professional Practice event was a success, although John has struggled to get financial information from HQ, it is thought that the event costs should break even. There were 56 paying delegates, with 48 members and 8 non members.	

		Action
	John would like to thank the speakers and Killgerm.	
	Feedback was positive despite issues with interference and grass cutting at the venue.	
	Future training highlighted from the feedback forms included Environmental Health Management.	
	Thanks was given to John for organising the event and to Janet, Sue and David for organising the day.	
	John is to complete a report on the event, value for money, what went well, and what didn't.	
06.03	It was agreed that Ian would send out a reminder for the Conflict Resolution course stating that there is a different trainer this year for the course.	
06.04	Janet and Mandy are to get together to discuss break even numbers for training events	
06.05	It was agreed that next year's training plan would be placed on the next agenda.	
07/10	Peter Wright ELP	
07.01	Discussions took place regarding the cost of the venue for the ELP workshop. Sally offered to contact Leeds University.	
08/10	Botswana	
08/01	The Region have agreed not to pay the IFEH Botswana sponsorship fee as the twinning arrangements do not offer any information or feedback.	
09/10	Regional Page – EHN Schedule	
09.01	The Yorkshire and Humber Region have missed the deadline for the Regional Page in EHN	
10/10	Charging Policy	
10.01	Some branches invite non members to meetings and do not make a charge which is against the current charging policy - which states that non members would be subject to a minimum of £5 for attendance. The policy was discussed and reconfirmed. All branches to be reminded of the charging policy and requested to abide by it.	
11/10	New Members to the Regional Management Board	
11.01	The job descriptions were discussed and Janet is to amend the Job Descriptions, then send them to the Board before these are sent out to those members who applied to be considered for the posts.	

		Action
11.02	<p>New members to the board should also include the following: Branch Trustees Office Holders Chair Vice Chair Secretary Branch/Region Rep</p>	
11.03	<p>The role of the Vice Chair is to deputise for the Chair and become Chair the following year.</p> <p>As the Region does not currently have a Vice Chair, it was agreed, if a Vice Chair did not come forward during this year, then Ian would continue in the Role of Chair for another year.</p>	
12/10	<p>Notes from the Chairman and Secretary Meeting June 2010</p>	
12.01	<p>Attention was drawn to the meeting regarding the information on Page 7 of the Chairman and Secretary meeting minutes. This item discusses Declaration of interests and liability and Contracts.</p>	
13/10	<p>Any Other Business</p>	
13.01	<p>Accounts to date were shown to the board and it was agreed that the breakdown of expenditure and income was useful.</p>	
13.02	<p>Balfour Beatty have taken over the running of North East Lincolnshire private sector housing team.</p>	
13.03	<p>Mandy left the room and the annual increment was discussed. It was agreed that a 3% increase would be awarded despite Chadwick Court implementing increases. Next year this should be discussed at an earlier meeting.</p>	
14/10	<p>Date of next meeting</p> <p>TBC: The next meeting will be held on 29th September at Leeds/Wakefield. Agenda to be sent at a later date</p> <p>Signed: _____ (Chairman)</p>	